

2005 Hispanic Emphasis Program Management Accomplishment Report for WV

1. Communications

Communication efforts were made throughout West Virginia by sending out a minimum of four per year state wide emails raising awareness among WV employees on various issues:

FY-05 1st Quarter

- Member Wins USDA Hispanic Americans: Unsung Hero Award for 2004
- Scholarship Opportunities for Hispanic Students
- Hispanic Employment in the Charleston Area

FY-05 2nd Quarter

- Ensuring equal opportunity: Hispanic Employment Program Makes Progress
- NOPHNRCSE 2005 Scholarship Opportunity

FY-05 3rd Quarter

- Apply to the USDA Public Service Leaders Scholarship Program!
- Cinco De Mayo - Significance of this Day in Mexican History

FY-05 4th Quarter

- Proclamation by President George W. Bush announcing National Hispanic Heritage Month
- NRCS Hispanic Heritage Month Poster

2. Working with Leadership

FY-05 1st Quarter

Act as an advisor to the State Conservationist, the West Virginia Civil Rights Advisory Committee (CRAC), and NRCS employees.

- As a Civil Rights Advisory Committee Member served to work with the West Virginia principle staff as an advisor for all activities within the state by attending quarterly meetings and informing members of CRAC activities.
- Worked with the principle staff to include various items into the WV Business Plan
- A CRAC Representative will participate in all Civil Rights compliance Reviews – FY05– responsibility 1 or 2 members of the CRAC
- The CRAC will review training requests and training plans – March 05 – responsibility CRAC
- The CRAC will review the awards presented to see that they are given in a fair and just matter in accordance with an EEO nature – FY05 – responsibility CRAC
- The CRAC maintained Hispanic website WV NRCS – FY05

FY-05 2nd Quarter

- As a Civil Rights Action Committee Member served to work with the West Virginia principle staff as an advisor for all activities within the state by attending quarterly meetings and informing members of CRAC activities.

FY-05 3rd Quarter

- As a Civil Rights Action Committee Member served to work with the West Virginia principle staff as an advisor for all activities within the state by attended quarterly Principle Staff meeting and informing members of HEPM and activities.

FY-05 4th Quarter

- No reportable activity

3. Recruitment, Promotions, and Recognition

FY-05 1st Quarter

- **Employment status:**
Currently West Virginia has no Hispanic employees
- **Number of Hispanics promoted within the last year**
Not Applicable
- **Current or upcoming student career positions**
4 SCEP positions available throughout the FY
- **Internships**
3 positions available with 0 filled
- **Employment outreach action (visits to schools or colleges)**
None occurring this quarter
- **Recognition (Hispanics who received awards and type of awards)**
Not Applicable
- **Career fairs**
No career fairs are occurring this quarter
- **Recruitment materials developed**
None this quarter
- **Volunteer program**
Open to all

FY-05 2nd Quarter

- **Employment status:**
Currently West Virginia has no Hispanic employees
- **Number of hispanics promoted within the last year**
Not Applicable
- **Current or upcoming student career positions**
4 SCEP positions available throughout the FY
- **Internships**
3 positions available with 0 filled
- **Employment outreach action (visits to schools or colleges)**
None occurring this quarter
- **Recognition (hispanics who received awards and type of awards)**
Not Applicable
- **Career fairs**
No career fairs are occurring this quarter
- **Recruitment materials developed**
None this quarter
- **Volunteer program**
Open to all

FY-05 3rd Quarter

- **Employment status:**
Currently West Virginia has no Hispanic employees
- **Number of Hispanics promoted within the last year**
Not Applicable
- **Current or upcoming student career positions**
None
- **Internships**
None
- **Employment outreach action (visits to schools or colleges)**
3 Training seminars conducted
- **Recognition (Hispanics who received awards and type of awards)**
HEPM was instrumental in assisting with the development of Civil Rights Award Policy in WV
- **Career fairs**
No career fairs are occurring this quarter
- **Recruitment materials developed**
Hispanic Emphasis Program and WV Civil Rights website development underway
- **Volunteer program**
Open to all

FY-05 4th Quarter

- **Employment status:**
Currently West Virginia has no Hispanic employees
- **Number of Hispanics promoted within the last year**
Not Applicable
- **Current or upcoming student career positions**
None
- **Internships**
None
- **Employment outreach action (visits to schools or colleges)**
None occurring this quarter
- **Recognition (hispanics who received awards and type of awards)**
Issued approved guidelines for recognition in the area of Civil Rights to all WV personnel.
Reviewed awards given in WV for all employees to assure fairness and equity with CRAC
- **Career fairs**
No career fairs are occurring this quarter
- **Recruitment materials developed**
Hispanic Emphasis Program website completed
- **Volunteer program**
Open to all

4. Outreach

FY-05 1st Quarter

- As a Civil Rights Action Committee Member served to work with the West Virginia principle staff as an advisor for all activities within the state by attending quarterly meetings and informing members of CRAC activities. This committee recognized the need to extend training to all SEPM's on creating diversity on boards and Civil Rights

training in program delivery. The committee recommended that West Virginia host a multi-state NEDC course (Civil Rights in Program Delivery).

FY-05 2nd Quarter

- Working with principle staff members to establish a better recruitment method of Hispanic students and other interested parties to work in WV and incorporating this strategy into the WV Business Plan through the CRAC

FY-05 3rd Quarter

- Working with principle staff members to establish a better recruitment method of Hispanic students and other interested parties to work in WV and incorporating this strategy into the WV Business Plan through the CRAC
- Assisting with the review of the WV Outreach Plan through the WV CRAC to implement a better plan and revise old strategies to benefit all SEPM's

FY-05 4th Quarter

- Maintained HEPM website located on the WV NRCS homepage for information pertaining to the Hispanic information and WV Hispanic Emphasis Program

5. Projects

FY-05 1st Quarter

- Participated in the annual toy drive to benefit low income and disadvantaged youth and collected over 50 items.

FY-05 2nd Quarter

- Sponsored well attended multi-cultural luncheon for co-workers and producers at local Hispanic establishment.

FY-05 3rd Quarter

- Sent out information celebrating Cinco de Mayo and educating the employees about the historic significance of this day.

FY-05 4th Quarter

- Sent out information for WV USDA employees recognizing National Hispanic Heritage Month.

6. Youth Activities

FY-05 1st Quarter

- West Virginia is hosting the National Envirothon in 2004 and NRCS will be actively seeking individuals for recruitment. This provides a unique opportunity to showcase the state and expose many young people to the opportunities provided in the Mountain State.
- Set up a multi-cultural Christmas display with the featured country as Mexico for a local elementary school for 470 students pre-K through 4.

FY-05 2nd Quarter

- West Virginia is hosting a statewide grassland and agricultural contest for high schools throughout the region. This multi-state contest will expose young people to the opportunities provided in West Virginia.

FY-05 3rd Quarter

- Provided training to 500 fourth graders from Braxton Nicholas and Webster Counties about natural resource and environmental careers

FY-05 4th Quarter

- Hosted the national Envirothon for high school age children from over 40 states and 2 countries exposing them to various state and federal resource agencies in WV and the employment opportunities. We spoke with many young people, including Hispanics, about opportunities within the natural resource arena and with NRCS.

7. Hispanic History Month

FY-05 1st Quarter

- No activities this quarter

FY-05 2nd Quarter

- No activities this quarter

FY-05 3rd Quarter

- Issued notice of poster contest to Principle Staff and circulated email concerning contest to all WV NRCS employees

FY-05 4th Quarter

- Issued notice of winner of contest for National Hispanic Heritage Month
- Issued all employee email for awareness of National Hispanic Heritage Month
- Created National Hispanic Heritage Month display for WV employees

8. Training

FY-05 1st Quarter

- As a Civil Rights Action Committee Member served to work with the West Virginia principle staff as an advisor for all activities within the state by attending quarterly meetings and informing members of CRAC activities.

FY-05 2nd Quarter

- West Virginia hosted the multi-state NEDC course Civil Rights in Program Delivery in which all management level personnel attended including CRAC members and SEPM's.

FY-05 3rd Quarter

- No activities this quarter

FY-05 4th Quarter

- No activities this quarter